

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: 2006/07 CEA Salary Program	REFERENCE NUMBER: 2006-037
DATE ISSUED: 09/22/2006	SUPERSEDES:

This memorandum should be forwarded to:

Personnel Officers

FROM: Department of Personnel Administration
Classification and Compensation Division

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Effective July 1, 2006, the guidelines for administering the 2006/07 CEA Salary Program are outlined in Section 8, Variable Compensation CEA, in the California State Civil Service Pay Scales (Pay Scales), and Pay Letters [06-35](#) and 06-35A. In addition, Sections 400 through 499 in the DPA Classification and Pay Manual provide guidelines and criteria regarding CEA allocations. Departments continue to have responsibility to justify the salary rate assigned to the incumbent based on level considerations, performance, and value to the department. Documentation for the justifications must be maintained by the departments and available for DPA review.

Key factors regarding the CEA Salary Program

1. A one-time \$1,000 bonus, as outlined in Pay Differential 328, is provided to CEA band (Class Code 7500) incumbents.
2. No automatic general salary increases (GSI) apply to incumbents in the CEA band (except as noted in #3). Departments continue to have discretion to adjust CEA salaries up to 10 percent in a fiscal year.
3. The new minimum salary rate for the CEA band is adjusted by 3.5 percent to \$5970. Only CEA incumbents below \$5970 will receive an automatic adjustment to reflect the revised minimum rate for the class, as outlined in Pay Letter 06-35A.
4. Within Level 5, the new maximum salary rate for nonphysicians, nonattorneys, and nonengineers is adjusted by 3.5 percent to \$10,174. (There are no automatic increases as a result of the revised maximum salary rate.)
5. There is no change to the maximum rate of \$12,941 for the CEA band. This maximum rate is reserved for CEA incumbents whose duties require them to possess the legal requirements to practice medicine in California, membership in The State Bar of California, or a valid certificate of registration as an engineer issued by the California State Board of Registration for Professional Engineers.

6. The alphabetical listing in the Pay Scales is adjusted to reflect the new minimum rate of the CEA band of \$5970 and the maximum rate of \$12,941 for all levels because DPA considers the CEA band as one class for salary purposes. Footnote 45 in the Pay Scales directs departments to Section 8, Variable Compensation, for instruction. This section also clarifies DPA's policy and identifies a separate maximum rate for nonphysician, nonattorney, and nonengineer CEAs.
7. Only CEA positions specifically required to oversee an engineering function and require a valid certificate of registration as an Engineer may receive up to a 12.4 percent adjustment this fiscal year. This 12.4 percent adjustment is to avoid compaction with subordinate staff. If applicable, departments need to initiate this transaction.
8. Attorney CEAs specifically required to perform the duties of an attorney and are active members of The State Bar of California may receive up to a 10.9 percent adjustment this fiscal year in order to avoid compaction with subordinate staff. If applicable, departments need to initiate this transaction. See Pay Letter [06-26](#).
9. Exceptions to exceed the 10 percent salary movement within a fiscal year (other than described in #7 and #8) or to exceed the maximum rate (\$10,174) for nonphysician, nonattorney, and nonengineer CEAs must be submitted to DPA's Classification and Compensation Division (CCD) for approval.

Adjustment to Levels used by SPB for Status Issues

SPB continues to use the five levels identified in the CEA band for status determinations. DPA has made adjustments to the salary rates within each of the levels. These adjustments do not impact an individual's salary rate in a CEA position, only the CEA level identified for status purposes.

1. The minimum rates of Levels 1 through 5 are adjusted by 3.5 percent.
2. The maximum rates of Levels 1 through 4 are adjusted by 3.5 percent.
3. The maximum rate of Level 5 remains at \$12,941. Within Level 5, the maximum rate for nonphysician/nonattorney/nonengineer is increased by 3.5 percent to \$10,174.

Attached are common questions and answers related to the CEA Salary Program. This information should be helpful in understanding and administering the CEA Salary Program. Please refer specific CEA compensation questions to your assigned CCD analyst. Questions related to CEA status issues should be directed to SPB.

/s/Daryll Tsujihara

Daryll Tsujihara, Chief
Classification and Compensation Division

Attachment